

**Procurement Modernization Commission**  
**Efficiencies Work Group Technology Subgroup**  
**Meeting Minutes**  
**May 20, 2016**

Outcomes:

Reduce transaction costs.

Increase efficiencies and make procurement process more accessible to businesses.

Allow procurement staff to more effectively manage their time.

Make it easier for businesses to understand and respond.

Opportunities for Improvement:

(b) Reduction of transaction costs for State agencies by utilizing new technologies to increase efficiencies and make the procurement process more accessible to businesses;

(g) Simplification of procurement reporting requirements to allow agency procurement staff to more effectively manage their time;

(j) Simplification of the current Request For Proposal (RFP) template to make it be easier for businesses to understand and respond;

(k) Reduction in the number of documents businesses are required to submit with proposals prior to a contract award;

(n) Determination of how best to address clearly evident mistakes on procurement submissions;

(l) Review the mandatory terms and conditions of procurement contracts;

(p) Development of a mechanism that would deter bidders from submitting frivolous protests;

1. Roll Call

- a. In attendance – Kris Colby, Eric Lomboy, Brian Howard, Jennifer Saha, Karen Bohle, Gabe Gnall, Lisa Dickerson, Mike Zimmerman

2. Open the meeting discussing the subgroup's suggested/proposed outcomes and how to successfully achieve the desired result(s).

3. It was agreed that the subgroup will review, analyze and make recommendations with regard to FMIS (Financial Management Information System) and eMM (eMaryland Marketplace – Maryland's online procurement system).

- a. The group discussed the possibility of upgrading eMM
- b. The group discussed the FMIS and its pro's and con's
  - i. FMIS is a DOS Based Mainframe system bought by the State in the mid 1990's.
  - ii. FMIS is made up of two systems; R-Stars and ADPICS
    - 1. R-Stars is the Financial system and ADPICS is the procurement system
    - 2. These two systems can talk to each other
    - 3. Web Focus is a reporting tool used by the State to get reports from FMIS
  - iii. eMM is a standalone tool that the State licenses from Periscope Holdings Inc.
  - iv. eMM does not interface with FMIS causing a number of inefficiencies
- c. The FMIS SME said that if either ADPICS or RSTARS were to be replaced, it would make sense to replace them both and move away from the mainframe
- d. 2 FMIS systems, MDOT & State.
  - i. The systems are fundamentally the same. Through the years, MDOT has modified their system to accommodate transportation specific requirements (e.g. handling Federal Money) Though different, there is a synch process in place

4. eMM was also discussed

- a. eMM and FMIS do not talk. It was noted that Periscope had previously stated they could make the integration, but it has not happened.
- b. There was a question about the possibility of DOIT or DGS having a list of eMM capabilities
  - i. Mike Z to ask Al B if he can see if there is anything documenting eMM capability
- c. It was noted that Periscope has a new release scheduled for sometime this summer

- i. *Mike Z will ask Al B to see if DOIT can provide detail on what changes the State can expect with the next release*
  - d. People discussed a few of the enhancements they would like to see:
    - i. More user friendly
    - ii. A system that can capture the entire contract process from cradle to grave
    - iii. Should be able to handle contract development as well as evaluation process
    - iv. *Karen Bohle to see if she can find out what functionality it has so the group can analyze why we are not using some of the existing functionality – What the states uses from it vs what it is capable of doing*
  - e. Contract Management
    - i. The group felt that a contract management/administration tool would be a valuable addition to the new eMM-FMIS integration.
  - f. Discussed the possibility of procuring a new enterprise system vs the upgrade of existing systems. There are enterprise systems that can do everything currently done through FMIS and eMM that would include a contract management system
    - i. The newer systems have significantly more functionality
  - g. Discussed doing a state wide survey of Procurement and Finance people to see what it is that they feel would benefit them with regard to what newer systems offer
  - h. The group agreed that demos from some of the leading ERP software manufacturers would be beneficial
    - i. *Mike Z to ask Jennifer Saha to supply information on what systems she has seen other states recently deploy*
    - ii. Mike Z had previously shared some Gartner Magic Quadrant info and maybe we can use a couple of those vendors to demo system capability
    - iii. *The team members looking at new system capability will be responsible for setting up a couple of system demos for the group.*
- 5. The team decided that there should be some folks looking at the existing infrastructure and some looking at new systems
  - i. Karen Bohle, Gabe Gnall, Brian Howard, Lisa Dickerson, Mike Zimmerman and an SME from DOIT (we hope) will look at the existing infrastructure
  - j. Kris Colby, Eric Lomboy, Jennifer Saha, Steve Colby, Lisa Dickerson, Mike Zimmerman, and an SME from DOIT (we hope) will look at the new system opportunities
- 6. Action items
  - a. *Mike Z to see if there is a tech map of how FMIS and EMM interact*
  - b. *Mike Z to ask Al B if he can see if there is anything documenting eMM capability*
  - c. *Mike Z will ask Al B to see if DOIT can provide detail on what changes the State can expect with the next release*
  - d. *Karen Bohle to see if she can find out what functionality FMIS has so the group can analyze why we are not using some of the functionality – What the states uses from it vs what it is capable of doing*
  - e. *Mike Z trying to get the eMM functionality as well*
  - f. *Mike Z to ask Jennifer Saha to supply information on what systems she has seen other states recently deploy*
  - g. *The team members looking at new system capability will be responsible for setting up a couple of system demos for the group*
  - h. *Lisa Dickerson to supply a whitepaper that she created for MDOT regarding FMIS and eMM*
  - i. *Need to figure out how to best capture the states Procurement and Finance community requirements*
    - i. *Survey through DOIT or DBM SPAG maybe?*
    - ii. *Reach out to NIGP to see if we can get feedback from other states of Finance, procurement and contract modules*
- 7. Next meeting will be scheduled for a day during the week of June 6<sup>th</sup>.
- 8. Meeting adjourned